

# BRIDGE CONFERENCE

## Exhibitor Space Terms & Conditions

**October 26-27, 2026 | Greater Tacoma Convention Center**

### **1. Contract for Space**

Applicants for exhibit space are required to submit the Online Application form and agree to abide by this Contract and the Greater Tacoma Conference Center's Exhibitor Guidelines. To be valid, each application must include full payment to reserve space. The application for space and formal notice of acceptance and assignment by the Conference Exhibitor Coordinator and full payment of rental charges constitute a contract for the right to use this space. School's Out Washington (SOWA) will assign exhibitor space in the order that a complete application, registration, and payment is received. SOWA reserves the right to adjust the exhibitor layout at any time and for any reason seen fit by the Bridge Planning Team, Conference Exhibitor Coordinator, and/or School's Out Washington senior leadership.

### **2. Application, Registration, & Payment**

An exhibitor application, registration, and full payment must be received to reserve a space and for your organization to be recognized as a Bridge Conference exhibitor on SOWA's Bridge website, social media channels, Bridge-related emails, the 2026 Bridge Conference Sched platform, and conference program. Prospective exhibitors must complete the Bridge 2026 Exhibitor Application Form to be considered. Upon approval, School's Out Washington will send a registration link and exhibitor code, which unlocks the Exhibitor section of the registration page. We encourage all approved exhibitors to pay in full at the time of registration via credit card. If you prefer to pay by check, SOWA will hold your space for up to two weeks from the date your registration is submitted. If payment is not received within this two-week holding period, your application and registration will be considered abandoned, and no exhibitor benefits will be provided.

### **3. Deadlines & Cancellations**

Exhibit spaces are limited and available on a first-come, first-served basis. Exhibitor interest forms will close on October 4, 2026, at 11:59 PM PST. Registration and full payment are required within two weeks of your application being approved, and no later than October 16, whichever comes first. No exhibitor benefits will be provided until registration and payment have been received. SOWA reserves the right to decline an exhibitor's application if we determine that the company or organization, or its services or products, are not aligned with our audience, conference goals, or values. All cancellation requests must be submitted in writing via email to [bridge@schoolsoutwashington.org](mailto:bridge@schoolsoutwashington.org). Requests received on or before September 30, 2026, will receive a partial refund, subject to a 25% cancellation fee. Requests received between October 1 and October 11, 2026, will receive a partial refund, subject to a 50% cancellation fee. No refunds will be granted for cancellations received after October 11, 2026.

## 4. Conference Fees & Attendance

Access Level	Corporation/ Business	Education/ Government	Non-Profit	BIPOC-Led Orgs	Scholarship Star Contribution*
<b>Standard Rate</b> 4/20-9/19	<b>\$1,200</b>	<b>\$1,000</b>	<b>\$900</b>	<b>\$700</b>	<b>\$500</b>
<b>Late Rate</b> 9/20-10/4	<b>\$1,300</b>	<b>\$1,100</b>	<b>\$950</b>	<b>\$750</b>	

\*Scholarship Star Contribution is an optional contribution in addition to the exhibitor rates. Adding a Scholarship Star Contribution when you register as an Exhibitor will provide one scholarship for a young person or youth development professional to attend Bridge. (example: if a Business Exhibitor chooses to contribute, their total fee would be \$1200+\$500 for a total fee of \$1,700).

### Benefits:

- Assigned placement in exhibition hall
- One (1) 6'x30" table with black skirt and linen
- Two (2) chairs
- One (1) wastebin
- Access to electrical power (for purchase)
- Access to high-speed internet
- One (1) complimentary conference registration including all meals provided during the conference and opportunity to attend some sessions, as long as a member of your team is staffing your table at all times\*\*
- Placement of org/business logo, website link, and contact information in the exhibitor section of the 2026 Bridge SCHED platform
- Placement of org/business logo and website link on the Bridge website, email newsletters, and social media posts
- Dedicated conference staff person available during set up and tear down times

Additional tables and chairs may be purchased during registration.

\*\*Any additional individuals from your exhibitor team participating in additional conference activities (i.e. workshops, etc) must register and pay as an attendee.

## 5. Table Configuration

Each approved Exhibitor will be provided with one table, two chairs, linen, and a wastebin. Exhibitors may purchase additional tables/chairs during registration for a fee.

**All tables come with standard black linens.** You may request that linens are removed from your table(s) at the time of registration. Tables and chairs may not be moved from their assigned location and are placed in accordance with local fire codes. Tables, chairs, and/or exhibit materials may not extend into the fire egress path. Space around, behind, and in front of tables for display equipment is extremely limited and not available for all tables. Dividers, walls, canopies, and large marquee displays are not permitted.

## 6. Exhibitor Timeline & Dates

- During exhibition hours, exhibits **must** be staffed by those renting booths.
- Conference staff will not be available to staff booths. SOWA is not responsible for any lost, damaged, or stolen materials.

The exhibition space hours are as follows:

Exhibitor Space Timeline	Dates	Hour(s)
Setup	Sunday, October 25, 2026 <b>OR</b> Monday, October 26, 2026	2:00 PM-4:30 PM 7:15 AM-7:45 AM
Exhibition Hours	Monday, October 26, 2026 Tuesday, October 27, 2026	7:45 AM-6:00 PM 8:00 AM-4:00 PM
Tear Down	Tuesday, October 27, 2026	3:30 PM-5:30 PM

All preparations must be completed in the exhibit booths before the exhibition space opens at 7:45 AM on the first day of the conference. If the booth is not occupied by the date and time stated above and advance arrangements have not been made with the Conference Exhibitor Coordinator, the conference coordinators have the right to use the space as they see fit. All booth displays and contents must be removed by 5:30 PM on Tuesday, October 27, 2026 but no earlier than 3:30 PM on the same date.

## 7. Exhibitor Shipping

Due to limited on-site storage, **advance written notice is required for all shipments.** Please contact the convention center if you are shipping items directly to the facility. Greater Tacoma Convention Center reserves the right to refuse any shipments if advance notice fails to occur. SOWA will accept limited shipments to our office and transport to the conference space upon approved written request. Exhibitors agree to indemnify and hold harmless the Greater Tacoma Convention Center and/or School's Out Washington from all claims, lawsuits, litigation, judgments, damages and costs arising out of loss of or damage to, including, but not limited to, destruction or theft of property.

Incoming exhibitor shipments will only be accepted **one day prior to the scheduled event move-in day**. Outgoing shipments must be completed by **one business day after the event move-out**. Incoming and outgoing shipping guidelines, as well as example shipping labels, are available. Shipping labels are [available at this link](#).

## 8. Use of Space

All demonstrations, signs, promotional materials or other sales/networking activities must be confined to the limits of the table and the immediate space in front and behind. Please do not impede the traffic flow through the exhibit space or block a neighboring booth's access.

## 9. Exhibitor Utilities

Public Wifi (SSID: GTCTC-Public) is available and there this no password for login. Additional utilities must be ordered online at least thirty (30) days prior to the event, e.g. power (electrical), hard internet lines, etc. Orders may be placed via this link: <https://exhibitors.venueops.com/exhibitorStore/account-1751-A/exhibition-4193-A>.

## 10. Exhibitor Fire Safety

All fire, safety and Convention Center regulations must be strictly followed. No propane, acetylene or other flammable or explosive materials are allowed. Tanks of compressed air or gas are prohibited. **The use of easy-up or pop-up canopies is prohibited.**

## 11. Exhibitor Signs, Decorations, & Banners

Decorations may not be affixed to any surfaces in the building. No holes may be drilled, cored or punched into the building or any surfaces within the building. All equipment used must be stable without bolting or anchoring to floors or walls. Decorations may not include balloons, crepe paper, cellophane, confetti, cotton, cornstalks, leaves, evergreen boughs/trees, glitter, sheaves of grain, streamers, straw, paper, vines, etc. Refer to the "Rigging" section of [Greater Tacoma Convention Center's Exhibitor Guide](#) for rigging guidelines.

## 12. Exhibitor Giveaways

Samples may not include self-adhesive decals of any sort, balloons, yardsticks or any item that could be considered a weapon of any type.

## 13. Children & Animals

Children under the age of sixteen (16) and animals are not permitted on the event floor during move-in and move-out times. Exceptions are made for service animals.

## 14. Smoking Policy

The Convention Center is a smoke-free environment. Washington State law prohibits smoking in all indoor areas as well as 25 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited.

## 15. Catastrophe

In the event that war, fire, strike, government regulation, public catastrophe, act of God, the public enemy, etc., prevents the conference or any part thereof from being held, the conference coordinators shall determine and refund to the applicant its proportionate share of the balance of the aggregate exhibit fees received that remains after deducting all show related fees, costs and expenses, but in no case that the amount of the refund to the applicant exceed the amount of the table rental fee paid.

School's Out Washington will not be responsible for the safety of the property of the Exhibitors from theft, damage by fire, accident or other causes. The Exhibitor understands that neither School's Out Washington nor its affiliates maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain said insurance. Neither School's Out Washington nor the management, officers, or staff members of either Greater Tacoma Convention Center or School's Out Washington shall be held accountable or liable for, and the same are hereby released from accountability or liability for, any damage, loss, harm or injury to the person or any property of the applicant resulting from theft, fire, water, accident, or any other cause. Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

## 16. Indemnification

Exhibitor agrees to protect, save and hold School's Out Washington, Greater Tacoma Convention Center, and all agents, employees, servants and officials thereof (hereinafter collectively called Indemnities) forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitors or those holding under the Exhibitor. Further, the Exhibitor shall, at all times, protect, indemnify, save and hold harmless the Indemnities against and from any and all losses, costs, damages, liability, or expenses (including attorney's fees) arising from or out of or by any reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees or business invitees, which arise from or out of or by reason of said Exhibitor's occupancy and use of the exhibition premises, the hotel or any part thereof. Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contractors, members or participants when acting within the scope of their employment or agency. Neither party will be liable for punitive damages. The Exhibitor understands that neither School's Out Washington nor the Greater Tacoma Convention Center maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

## 17. Additional Rules

The conference coordinators reserve the right to establish and enforce additional rules and regulations to further the goals of the exhibition. The Exhibitor agrees to comply with them.

## Application and Contact Information

To register as an Exhibitor, [fill out the application here](#). Upon approved application, you will be given a link to register and purchase your exhibitor table(s). For more information about exhibitor opportunities, please contact Sala Sataraka at [bridge@schoolsoutwashington.org](mailto:bridge@schoolsoutwashington.org).